

CONFIDENTIAL

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DRAFT:LTS:laq
7 June 1951

MEMORANDUM FOR: Each Assistant Director

SUBJECT : Entertainment Expense

1. Paragraph 7.2, CIA Confidential Funds Regulations, is quoted in attachment.

2. Each Assistant Director may authorize for himself and designated subordinates the expenditure of funds for official entertainment purposes when appropriate and essential for official requirements of his Office.

3. Reimbursement vouchers will be submitted to the Finance Division of the Comptroller's Office. All reimbursement will be from unvouchered funds. Expense of entertainment in Washington will be charged to the Director's contingent fund.

4. When entertainment is by an Assistant Director, a statement on the reimbursement voucher that expenditures were made in accordance with the provisions of Confidential Funds Regulations will be accepted as sufficient evidence to support payment without further detail. Normal accounting will be required of subordinates.

1 Att: Par 7.2, CFR

WALTER B. SMITH
Director of Central Intelligence

cc: Comptroller
General Counsel
Auditor
DCI (2)

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